



Headquarters

Mississippi Wing Civil Air Patrol

Auxiliary of the United States Air Force
1635 Airport Drive • Jackson, Mississippi 39209

August 6, 1999

To: All Unit Commanders

From: CPT James E. Maher, Jr, CAP,
Supply/Logistics Officer, MS WG CAP

Subject: Standard Operating Procedures for DRMO Activities

1. The Standard Operating Procedures for DRMO Activities is attached. It is to be followed to request supplies/equipment via DRMO.
2. As part of a squadron's normal administrative functions, it is to submit an annual supply "wants list". It is this "wants list" which this SOP governs. A squadron's list can be updated at any to reflect new needs.
3. If your squadron has not submitted a "wants list" this year, I urge you to do so.

For the Commander

James E. Maher, Jr.
CPT CAP

CIVIL AIR PATROL
Headquarters
Mississippi Wing
1635 Airport Drive
Jackson, MS 39209

06 August 1999

STANDARD OPERATING PROCEDURES FOR DRMO ACTIVITIES

1. All Mississippi Wing Civil Air Patrol Squadrons will identify all supply equipment needed within their individual activities.
2. The individual squadron equipment lists will then be consolidated into a single list of equipment by Wing Staff personnel and reviewed for approval.
3. Wing Staff will then forward the approved equipment list to the Mississippi Wing USAF Liaison Officer/NCO in order to proceed with DRMO processing.
4. The USAF Liaison Officer/NCO will provide a copy of the equipment list to SERL/LG) and obtain the FX control numbers. The USAF Liaison Officer/NCO will then furnish a copy of the equipment list along with the FX control numbers to the DRMO control representative for equipment processing.
5. Upon receipt of the equipment list and FX control numbers, the authorized DRMO representative will visit the DRMO and obtain the property using established reutilization procedures.
6. DD form 1348-1 will be completed and signed by the authorized DRMO representative in receipt of the property. One copy will be sent to SERL/LG, one copy to DRMO and one copy to the Wing when the property is delivered.
7. It is the responsibility of the Wing to distribute the property to the squadrons through normal channels utilizing the CAP form 37 for accountability.

James E. Maher, Jr., CPT , CAP
Supply/Logistics Officer

Donald B. Angel, COL, CAP
Commander

Supersedes: None
Distribution: Each Unit (1)